



# Indiana Department of Education

SUPPORTING STUDENT SUCCESS

## MEMORANDUM

**TO:** All Superintendents and Charter School Sponsors

**FROM:** Debra Hinline, Director  
Office of Financial Management, Analysis, and Reporting

**SUBJECT:** Fall Data Collections

**DATE:** August 31, 2007

The Membership (ADM), Prime Time (PT), Charter School Student Residence (SR), and Full Day Kindergarten data collections take place September. Instructions, timelines, and data layout information for these collections are available at the STN website <http://www.doe.state.in.us/stn/welcome.html>. Please share this information with all individuals in your corporation who are responsible for any of the above collections. Be sure to have your building principals certify counts from class rosters and keep this documentation for audit purposes.

**We are not sending blank copies of these forms because you will print, sign and send us a copy of these completed reports from the Applications Center!**

The Form 30A Vocational Education Student Count is submitted through the K-12 data submission site. A copy of this report is available for use by your Vocational Directors on the Office of Financial Managements web area, [http://doe.state.in.us/finance/pdf/vocational\\_education\\_count.pdf](http://doe.state.in.us/finance/pdf/vocational_education_count.pdf). Please do not use this form for filing purposes. Data are submitted through the PIN-protected data submission site labeled "Form 30A."

Please remember that the above data submissions are for counts taken on September 14, 2007. All signed forms are due in our office by October 19, 2007. Please review the memos, regarding counting students in these submissions, which were part of the 2007 Workshop Materials. They are available in the 2007 Workshop Folder found at [Division of School Finance](#)

Information on Textbook Reimbursement was mailed via U.S. Mail earlier this week. Please share this information with all individuals involved in the process. If you have questions regarding any of the above submissions, please give us a call toll free at 866-234-1414 or locally at 317-232-0840.